

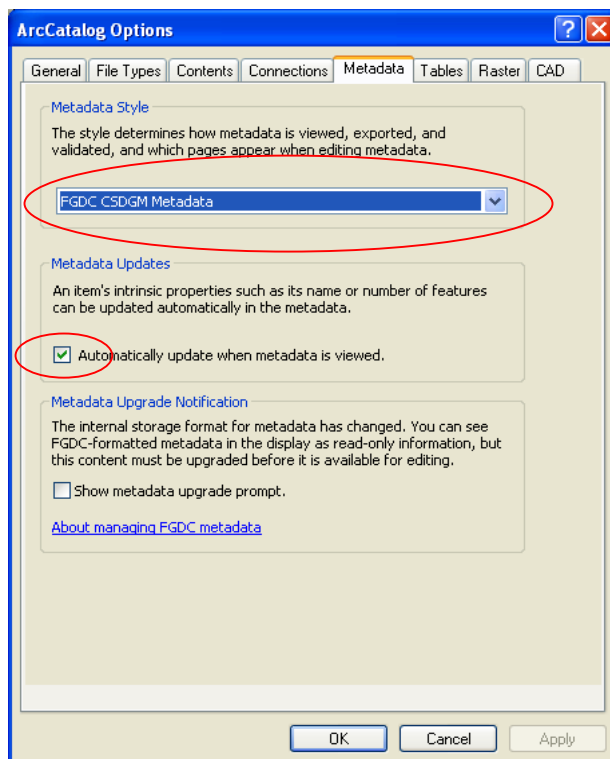
Publishing Guide for the KYGEONET

Prepared by the Kentucky Division of Geographic Information

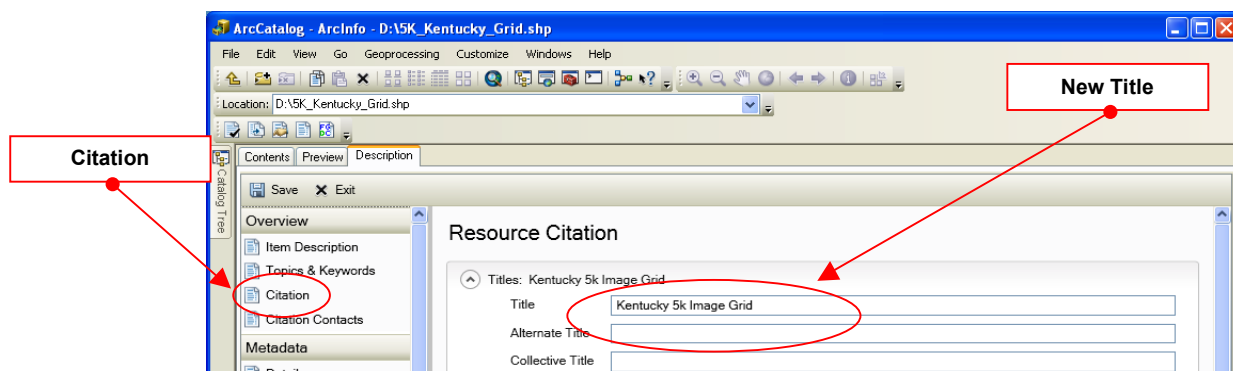
Information that describes items in ArcGIS is called metadata. When care is taken to provide good descriptions, you can find appropriate resources with a search and evaluate which of the items in your results is the correct one to use. In an item's metadata you can record whatever information is important for your organization to know about that item. This might include information about how accurate and recent the item is, restrictions associated with using and sharing the item, important processes in its life cycle such as generalizing features, and so on. You view and edit an item's metadata in the Description tab, either in ArcCatalog or by opening the Item Description window from other ArcGIS Desktop applications. Refer to online help for additional information on how metadata works in ArcGIS 10.



1. Select correct metadata style¹. Open *ArcCatalog* and select **Customize > ArcCatalog Options**. Click the **Metadata** tab and under **Metadata Style** heading, change the style **FGDC CSDGM Metadata**². Next, check the box allowing for Automatic updates. Click **Apply** and then **OK**. This needs to be done only once (set it and forget it).



2. In *ArcCatalog*, click the item (e.g., shapefile) in the Catalog tree whose metadata you want to edit.
3. In the view window, click the **Description** tab, then click the **Edit** button.
4. In section headings to the left and under the **Overview** chapter, click on the **Citation** page.
5. Expand the **Titles** heading, add a title that best describes what the data represents (ex. "Kentucky 5k Image Grid").



¹ http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html#/Creating_and_managing_FGDC_metadata/003t00000031000000/

² http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html#/Illustrated_guide_to_complete_FGDC_metadata/003t00000037000000/

6. Next, enter the publication date. Staying in the **Overview > Citation** section, expand **Dates**. If you are unsure of a specific date or month use “01”. Also, it is acceptable to enter only month and year (2012-04-01) or even year (2012-01-01). Adjust **Published** time to read 12:00:00

The screenshot shows the ArcCatalog - ArcInfo window with the following details:

- Title:** Kentucky 5k Image Grid
- Alternate Title:**
- Collective Title:**
- Presentation Form:** Digital Map
- FGDC Geospatial Data Presentation Form:** Vector Digital Data
- Identifiers:**
- Dates:**
 - Created:** 15
 - Published:** (circled in red, with a calendar pop-up for March 2012 showing the 26th selected)
 - Revised:**
- Edition:**
- Series:**
- Other Details:**

7. Enter an Abstract and the Purpose of the resource. Remaining in the **Overview** section, click **Item Description**. Add tags (separated by commas) in the box under **Tags** (same as Keywords), then resource Purpose in the box under **Summary (Purpose)** and lastly add the resource abstract in the box under **Description (Abstract)**. Also, please be sure to enter the appropriate information in the Credits and Use Limitation boxes within this section. It is important that you let people know whether there are any use limitations and it is always appropriate to give agencies or individuals credit for the work they have performed.

The screenshot shows the ArcCatalog - ArcInfo window with the file 'D:\5K_Kentucky_Grid.shp' open. The 'Overview' tab is active, and the 'Catalog Tree' on the left shows the 'Overview' section expanded. The 'Overview' section contains the following fields:

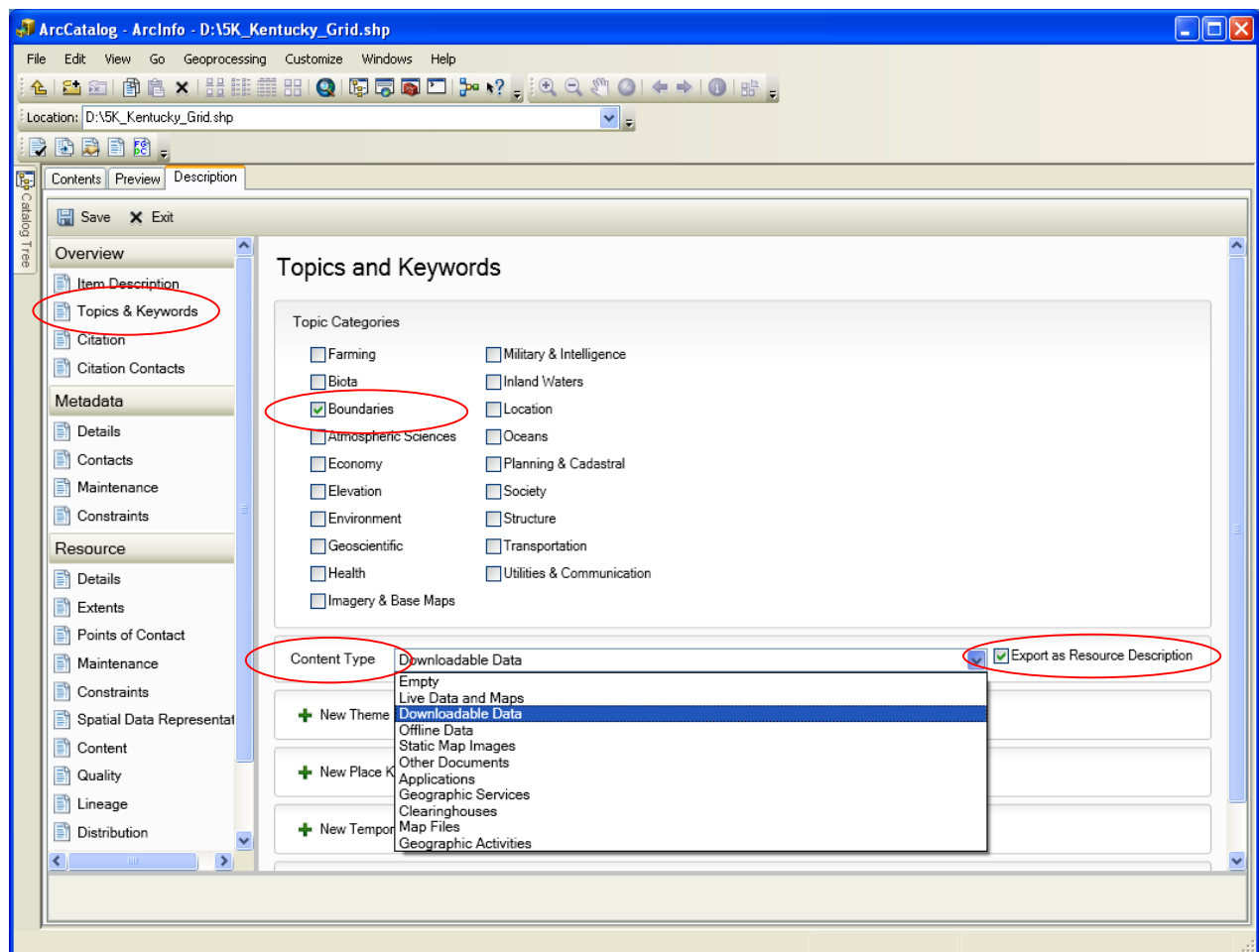
- Item Description**: (Circled in red)
- Tags**: Index, grid, digital vector data, boundaries, EPPC, DGI, 20k, imagery, tile
- Summary (Purpose)**: (Circled in red) To provide a tiling scheme for the download of 1 foot Kentucky imagery. Can be used to locate tile file names for an area of interest.
- Description (Abstract)**: (Circled in red) A 5,000 x 5,000 foot grid covering the Commonwealth that is found to be appropriate for the tiling of the 1 foot imagery.
- Credits**: (Circled in red) Bryan Bunch
- Use Limitation**: (Circled in red) None.

At the bottom of the window, a note states: 'A set of terms that can be used by ArcGIS to search for the resource. Terms should be provided as a comma-separated list. Data type: CharacterString. From: ArcGIS metadata.'

8. Define the resource's Topic Category and Content Type. In the **Overview** section, click **Topics & Keywords**. Choose the **Topic Category(s)** that are most associated with the resource. These categories are based on ISO Topic Categories and allow for associating a resource with a given data theme. For example a layer of Fire Districts should be categorized as *Boundaries* and a layer of Streams would be categorized as *Inland Waters*. Please reference the following URLs for more information on selecting the most appropriate Topic Category:

<http://www.spatial.redlands.edu/redlandsinstitute/external/ISOTopicCategoriesfromMetadataQuickGuide.pdf>

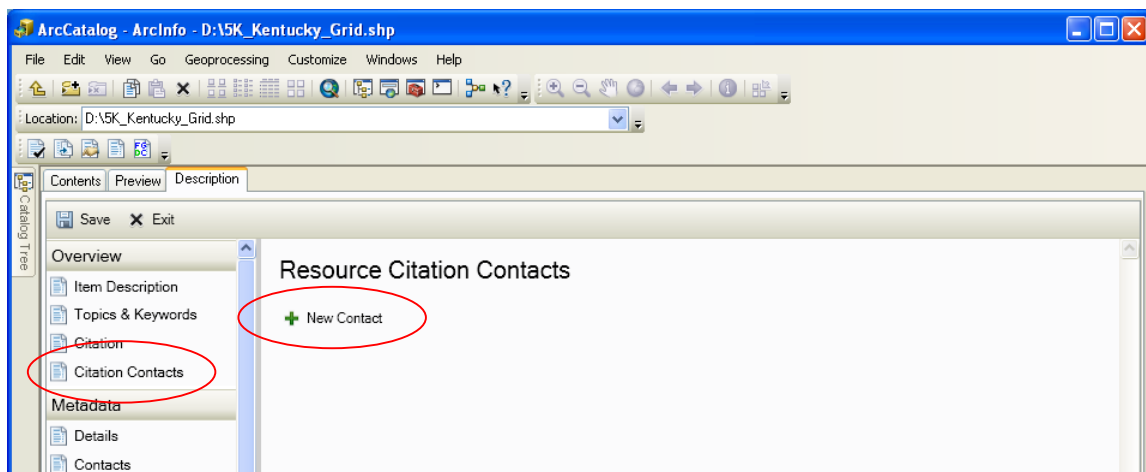
http://qcmd.nasa.gov/User/difguide/iso_topics.html



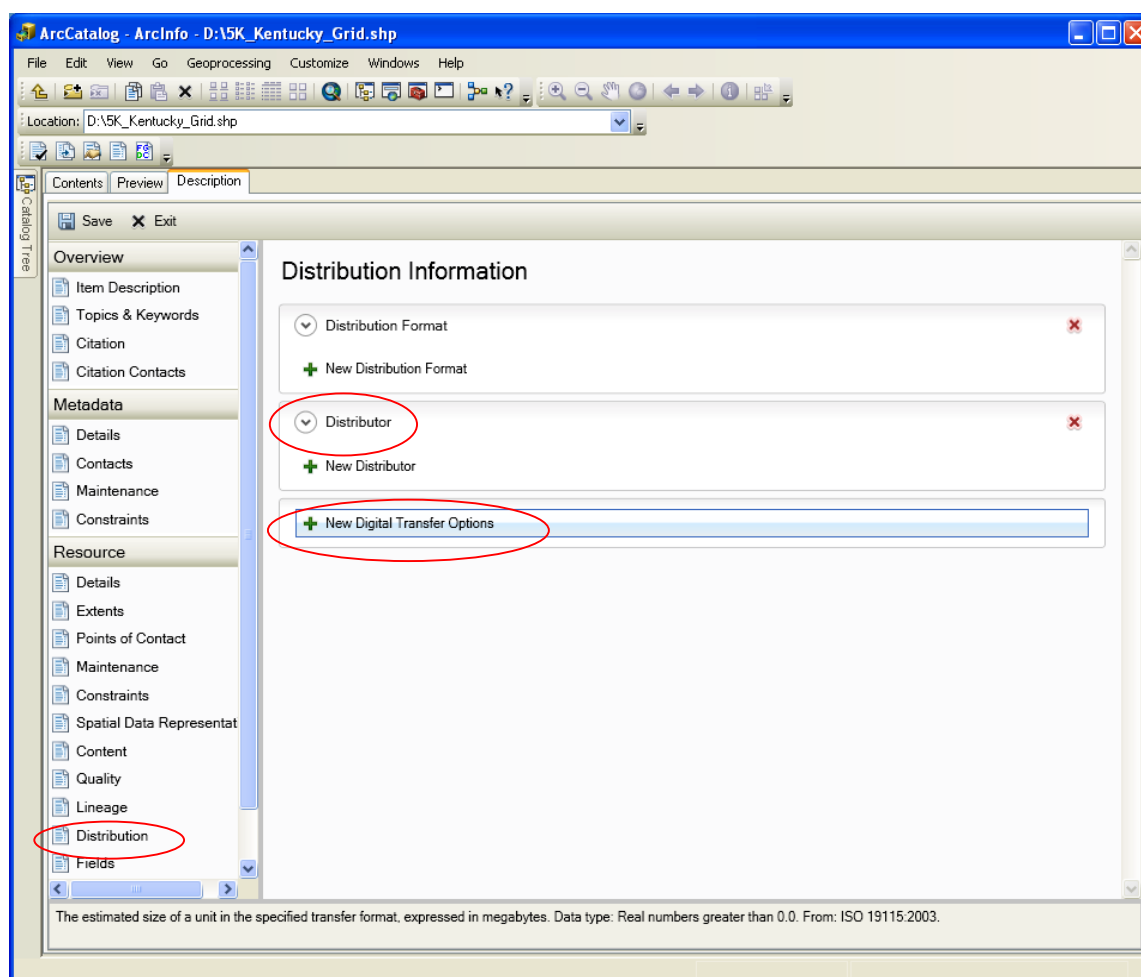
Now, Define the Resource Content Type. *You must have ArcGIS 10.0 SP4 installed to have this functionality.* The content type is very important as it is important to searches on the Geoportal. It is crucial that this information is included. Click on **Content Type** and then select the appropriate type from the pulldown list. Also, select the **Export as Resource Description** box. For example, a Shapefile would be considered *Downloadable Data* and a PDF of a Map would be considered a *Static Map Image*.

9. An FGDC Citation requires a Citation (Originator), a Publisher and their locations to be provided. To do this, click **Overview > Citation Contacts**. To add Citation or Publisher contact information. Click **+ New Contact** and complete the **Name, Organization, Position and Role** fields. Expand **Contact Information** and enter publication/origination location (e.g., Frankfort, Kentucky) to the **City and State** fields.

Repeat this step for both data **Originator** and again for the data **Publisher**. (Note: In order to expedite entering contact information, it is recommended that you prepare a template containing ALL information publishing to the Kentucky Geography Network requires.)



10. Add Online Linkage and Distributor Information to downloadable data. Click **Resource > Distribution** and click on Distributor or New Distributor. Enter the Name, Organization, Position and Role (Distributor) and then expand Contact Information so that you can add email address, mailing address, phone, fax and contact instructions/hours and so forth. Then, under **Digital Transfer Options**, expand **Online Resource** and added the tested and working link. Please make sure to test your link as this is how people will access the posted resource. For example, the link could be a link to zipped up shapefile that is accessible via FTP or the URL of a Web Mapping Viewer.



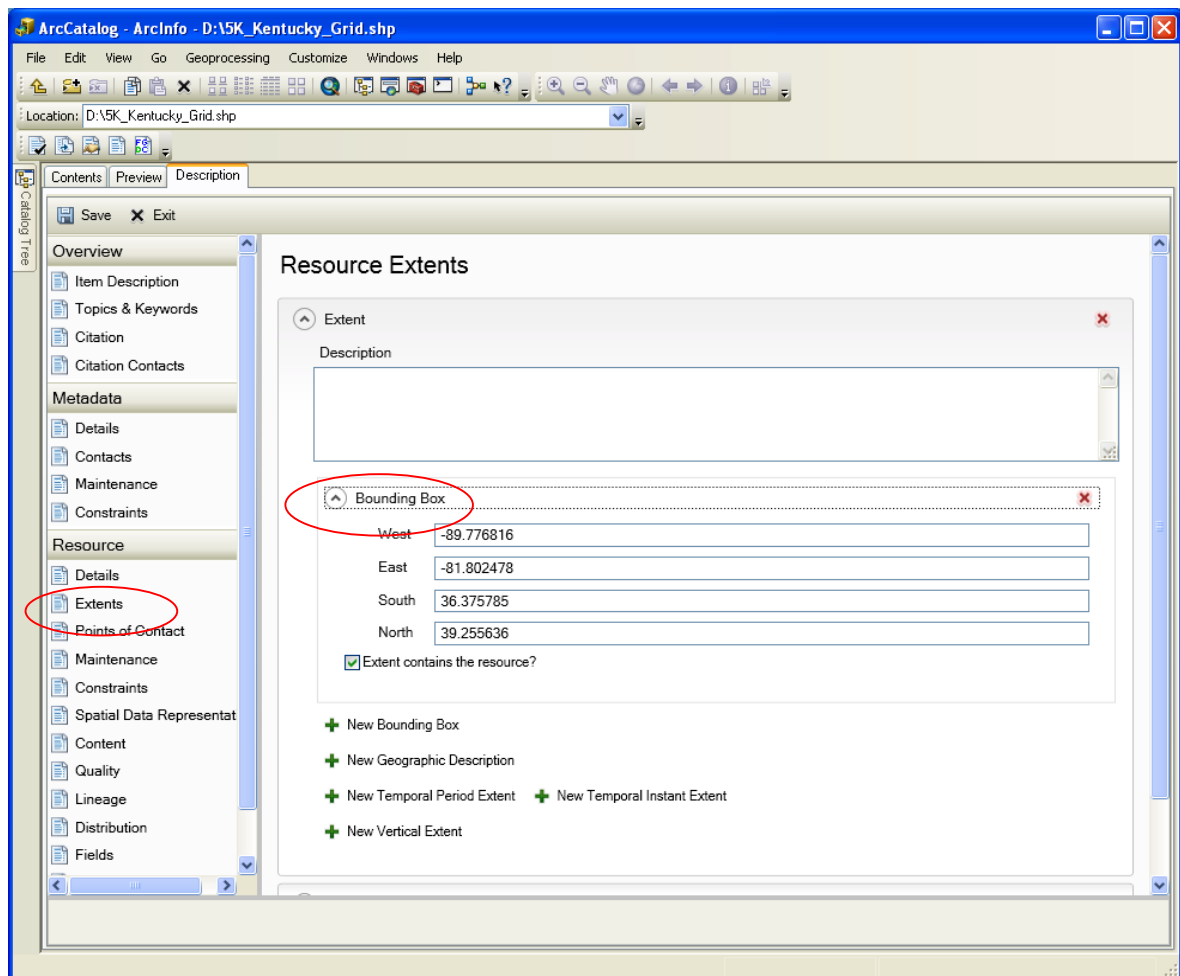
11. Add Contact Information. Click **Metadata > Contacts** and add basic information, then expand Contact Information to add email address, mailing address, phone, fax and contact instructions/hours. Expand **Online Resource** to add resource home page (optional).

The screenshot shows the ArcCatalog - ArcInfo - D:\5K_Kentucky_Grid.shp window. The 'Metadata' tab is selected, and the 'Contacts' section is expanded in the left sidebar. The 'Metadata Contacts' form is displayed, showing the following information:

- Contact: Kimberly Anness**
 - Name: Kimberly Anness
 - Organization: Kentucky Division of Geographic Information
 - Position: GIS Analyst
 - Role: Distributor
- Contact Information**
 - Email: kimberly.anness@ky.gov
- Online Resource**
 - Address Type: Physical
 - Address: 100 Fair Oaks
 - City: Frankfort
 - State: Kentucky
 - Postal Code: 40601
 - Country: USA
 - Phone: 502-564-6264
 - Fax:

Add a link to your entity's homepage if desired

12. Add spatial extent information. Navigate to **Resource > Extents** and click **Extent** and then click **+ New Bounding Box**. If data fields are unpopulated, you will need to enter an appropriate extent (see table below for Kentucky extent). Check the box for **Extent Contains the Resource**.



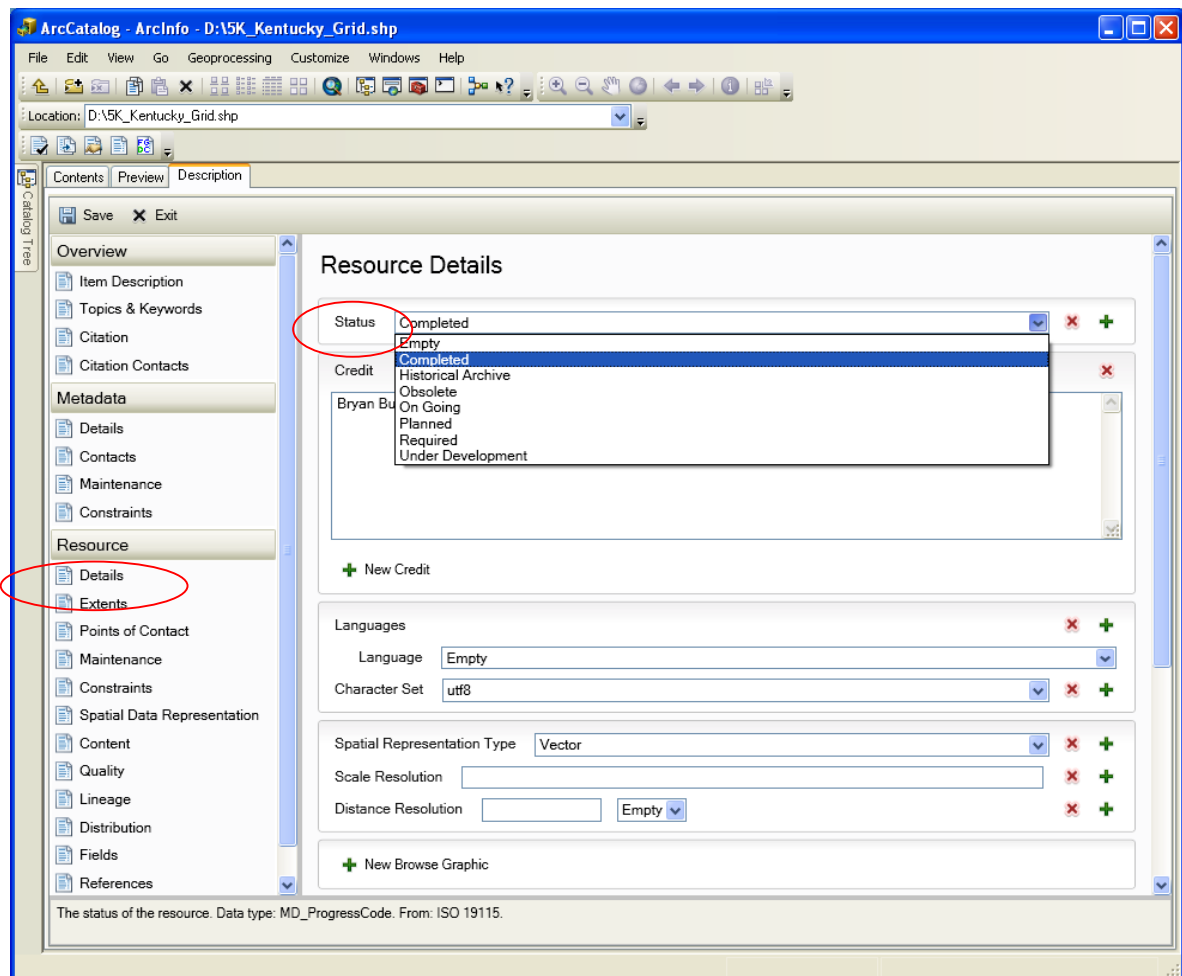
The spatial extent values for a resource that is considered “statewide” are shown below and can be copied and pasted into the metadata form.

Spatial Domain for Kentucky

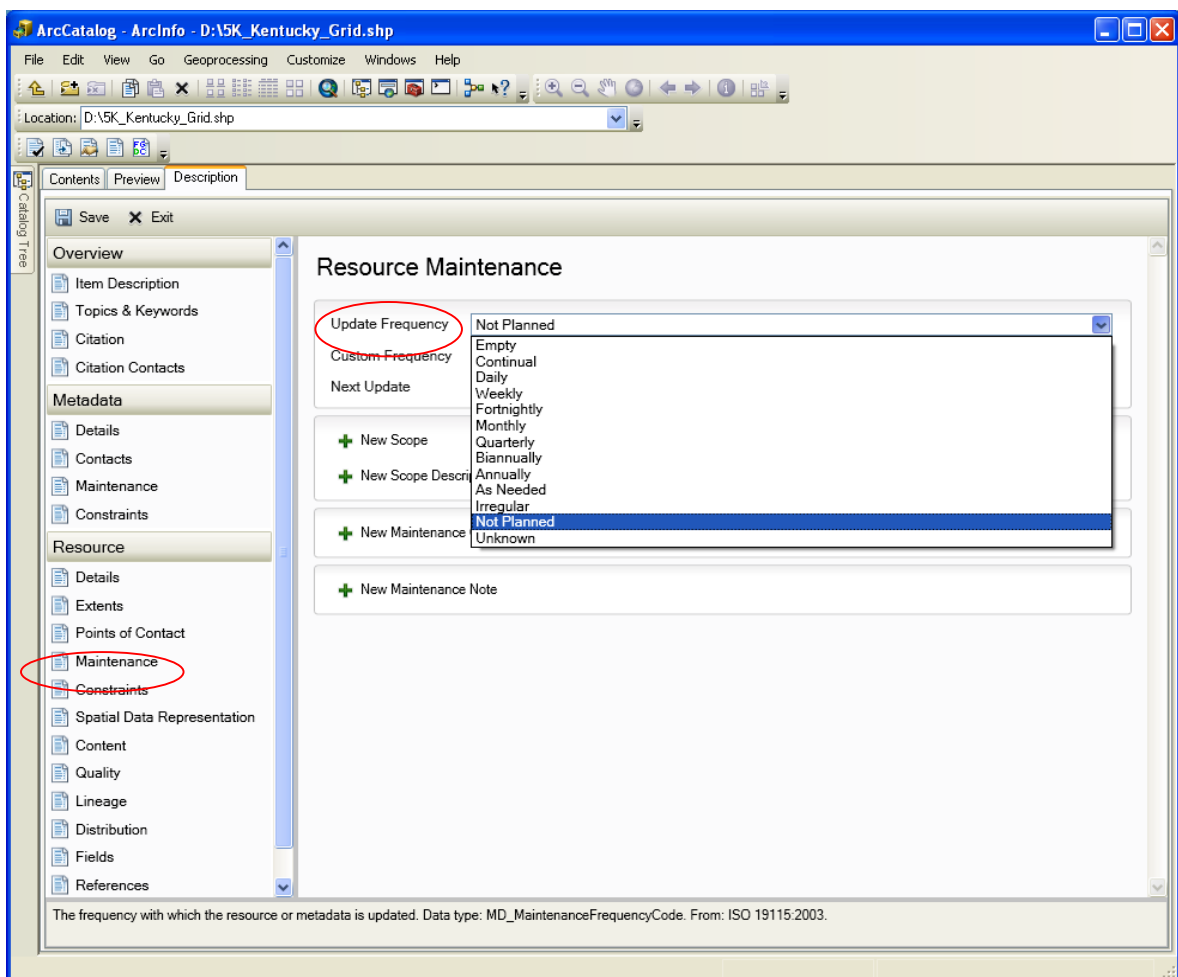
WEST	-89.704434
EAST	-81.884235
SOUTH	36.456976
NORTH	39.151921

NOTE: It is recommended that you **SAVE YOUR WORK** periodically while creating or editing metadata.

13. Define the resource's progress and update frequency. To update progress, navigate to **Resource > Details** and Click **+ New Status**. In the pull-down that appears, assign the status (progress) for the resource.

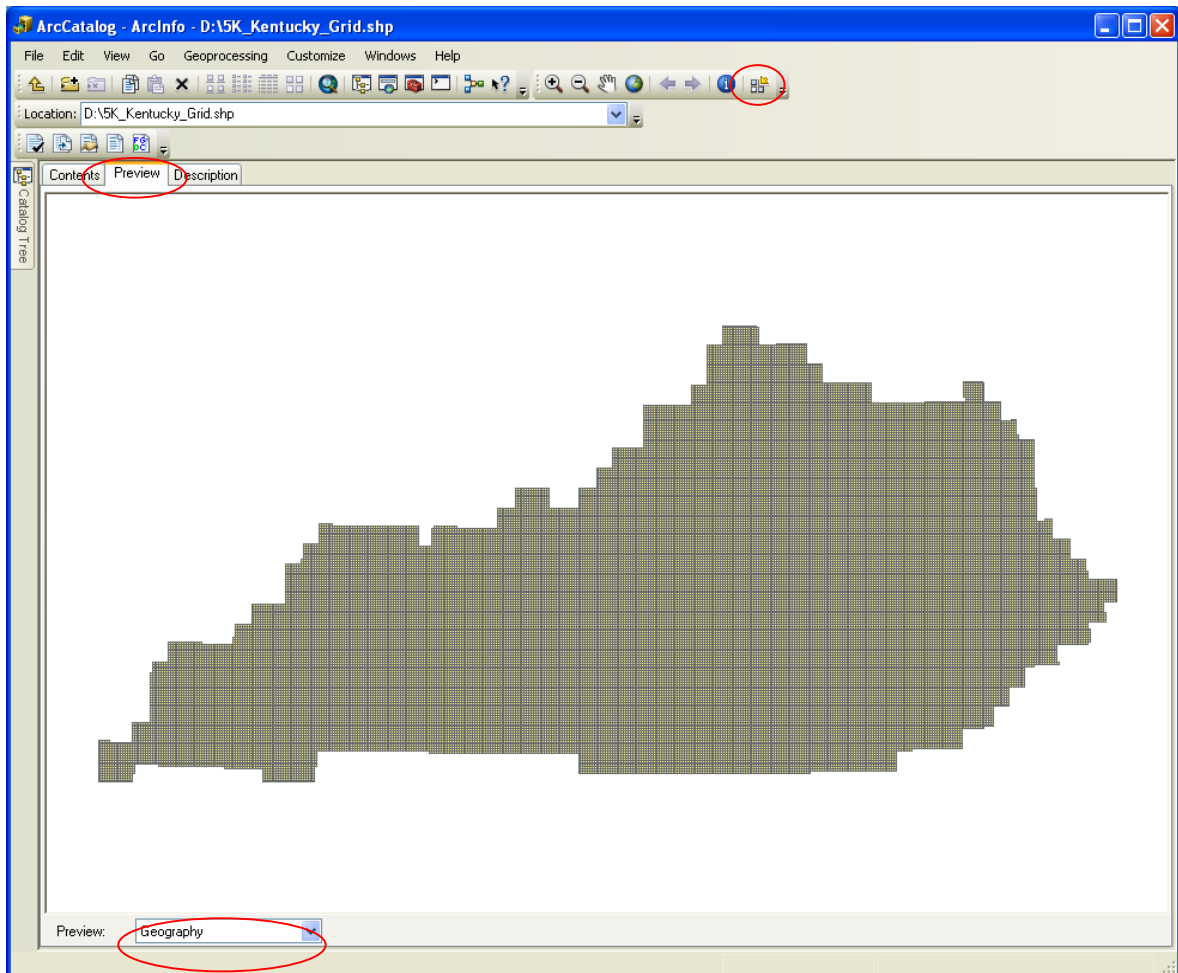


14. Next, enter the update frequency. Navigate to **Resource > Maintenance** and under **Update Frequency**, assign the appropriate expected update frequency.



15. Once all the steps above have been completed, please save and exit the edit session.

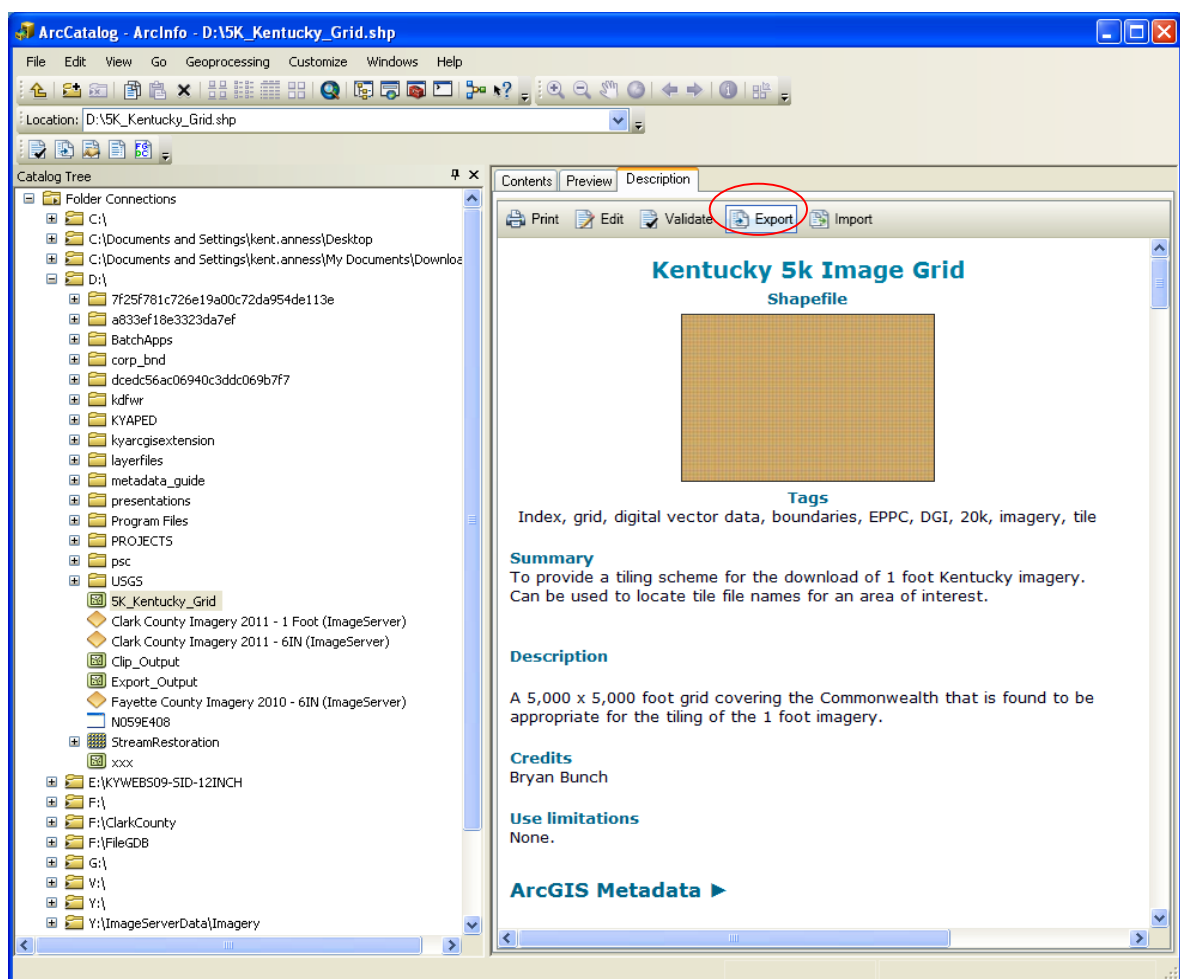
16. To create a thumbnail for the resource, select the resource again in the directory tree in ArcCatalog and select the Preview tab for the resource, set the Preview to Geography and use the zoom tools if necessary to best represent the resource. Click the Create Thumbnail button located on the Geography toolbar to create the thumbnail.



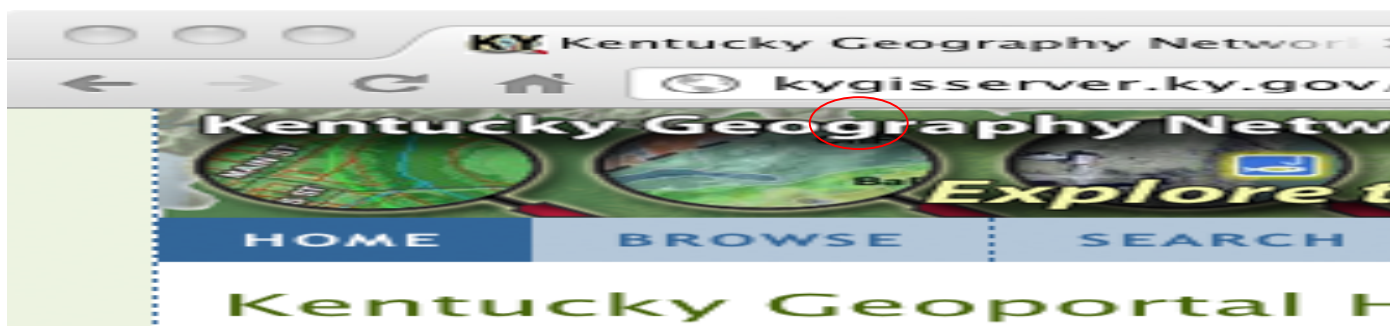
17. Export ArcGIS style metadata to FGDC standards. In ArcCatalog, select the file to be exported. In the preview window, Click the **Description** tab then click **Export**. Under **Translator**, verify that the path is set to <Install Drive>:\ (C: for example) and then browse to the directory shown below and select the file ArcGIS2FGDC.html:

<Install Drive>:\Program Files\ArcGIS\Desktop10.0\Metadata\Translator\ArcGIS2FGDC.xml

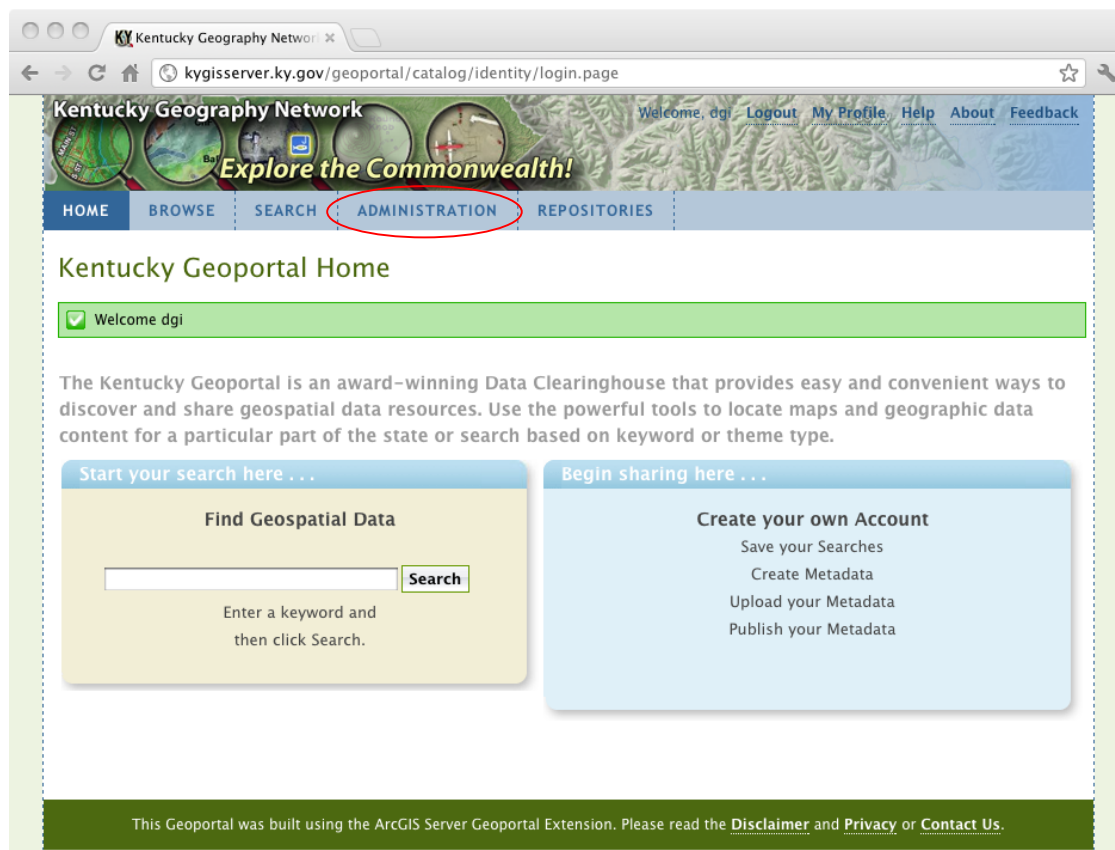
Under **Output File** name the FGDC metadata appropriately and use the browser to change the file destination if necessary. Click **OK**.



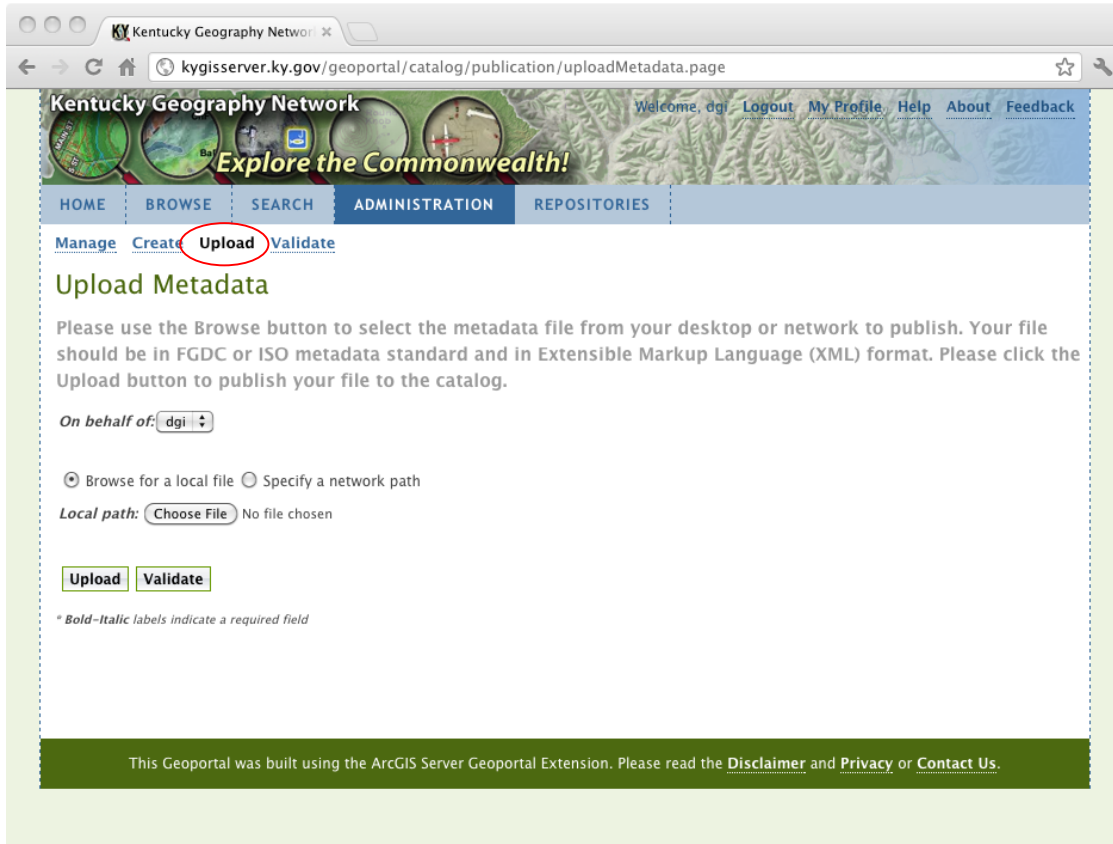
18. Once the export process is complete, upload exported FGDC metadata to the Geoportal. Open the [Kentucky Geography Network](http://kygisserver.ky.gov) and the log into your publishing account.



19. Click **ADMINISTRATION > Upload**. Under **Local Path**, use the Browse button and select the FGDC metadata created in step 18.



20. To validate and upload, click the **Upload** button under the **Local Path** entry. Once FGDC metadata has been validated, it will be uploaded and posted for approval. To check for FGDC validation without uploading, use the **Validation button**.



Kentucky Geography Network

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HOME BROWSE SEARCH ADMINISTRATION REPOSITORIES

Manage Create **Upload** Validate

Upload Metadata

Please use the Browse button to select the metadata file from your desktop or network to publish. Your file should be in FGDC or ISO metadata standard and in Extensible Markup Language (XML) format. Please click the Upload button to publish your file to the catalog.

On behalf of: dgi

☒ Browse for a local file ☐ Specify a network path

Local path: No file chosen

* Bold-Italic labels indicate a required field

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